

South Jordan City

Job Description

Title:	Director of City Commerce & Sustainability	Effective Date:	2/1/16
Org:	100130	FLSA:	Exempt/Admin
Pay Grade:	E-2	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Coordinate and monitor all activities of the City’s economic development and redevelopment programs. Serve as a resource on administrative and operational issues related to long-term planning and sustainability. To ensure the City develops in a manner of financial and operational sustainability, as assigned is directly responsible for or serves as an advisor for the development and/or revision, recommendation, and implementation of long-term planning plans, projects, programs and procedures, land transactions, and business licensing. As assigned, serves as City staff liaison to chamber of commerce, EDCU, GOED, and other groups or associations.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Executive Assistant
Office Aide

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Maintain a regular and dependable level of attendance and activity as expected of similarly situated professionals both in and out of Utah, and as otherwise agreed upon with supervisor.

Assure that all department staff actively and meaningfully engage with other City Teams and Team members in the coordination and performance of all work and activities, in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City.

Monitor and advocate the development of local and state enabling legislation as approved by the City Manager’s office and the City Council that would effectively support the development and sustainability of the City.

Formulate, develop, and carry out all Department work within applicable City policies and applicable law.

Administration & Operations – Provide information and analysis functions for decision-making, project planning, and resource allocation. Explore programmatic options, provide input, initiate change, and implement programs to enhance the City’s efficiency and effectiveness.

Administer budgets and other financial activities. Ensure budget allocations are adhered to, and that financial records are useful and accurately maintained. Perform financial analysis on projects as needed and /or as assigned to ensure proper accounting of costs and benchmarks of completion. Facilitate annual audits and is responsible for the preparation of all federal, state, and local redevelopment reports.

Serve as a member of City committees representing the administration and operations of the economic development, redevelopment, long-term planning and sustainability programs within the City. Provide information that will affect the City's budget and future growth.

Economic Development/Redevelopment – Take initiative to develop and carry out activities to assure positive growth and economic sustainability of the City; Conduct analysis of economic development and community development issues and operational concerns. Collect data, consider constants and variables, restrictions, alternatives, conflicting objectives, and prepare analysis and reports for City management, defining problems, evaluating processes and possible solutions and making recommendations for action. Assist with marketing South Jordan City by preparing appropriate information for presentation to potential developers.

Coordinate or assist in the implementation of economic and community development and redevelopment projects by securing bids and negotiating with developers and property owners. Recommend contract specifications and documentation. Evaluate funding applications with regard to feasibility, available budget, and goals/objectives of the City. Perform long range financial analysis of assigned projects and the impact it has on project areas. Prepare all federal, state, and local redevelopment reports annually

Coordinate with the Cabinet and other key staff members to review and update annually the City's definition of sustainability and what the action objectives are to obtain this goal.

Coordinate the establishment of specific quantitative sustainability goals with various departments and divisions for updating, maintaining and improving activities of these groups in order to ensure long-term sustainability to their operations.

Serve as project manager or co-project manager, as assigned, on economic and community development and redevelopment projects. Work with City and department public information officers to develop, create, and maintain marketing plans for the City and its economic development, , URA, CDA, and EDA projects as required.

Long-term Planning – Perform long range analysis of assigned projects and the impact it has on project areas. Determine revenue and expenditures projections for all project areas. Manage all debt and operational commitments, including development and redevelopment agreement and property acquisitions. Manage housing funds for the City's housing program.

Evaluate and assist in the timely update of the City's General Plan, Economic Development Plan and Absorption Study. Analyze and assist in the timely updating of the City Code, the City's 2025 Plan and various City Capital Improvement Plans. Implement sustainable building and other energy or other savings practices and advise those who are responsible for these activities.

Create and coordinate City efforts to develop and implement a strategic vision for the City's future by working with City agencies and City staff.. Attend and participate in Long-term Planning related City Staff meetings to understand and communicate all issues impacting long-term planning within the City. Coordinate and network with city, state, regional and national agencies and entities; establishing and maintaining cooperative-working relationships with other organizations at all levels and in a variety of locations.

Business Licensing – Responsible for the implementation, function, supervision, and regulation of business licensing in the City.

Other – Manage and oversee all City owned commercial leasing and identify performance goals for commercial space, as applicable.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in business, public administration, finance, planning or related field (MBA or MPA preferred);

AND

B. Five (5) years experience in redevelopment, economic development, real estate development or related field;

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills, and Abilities:

Knowledge of principles of management and budgeting; principles and practices of economic development, capital projects planning and local government operation and structures; urban planning and design; transportation; strategic planning; economic development; housing; redevelopment; capital improvement planning; State land use law; City ordinances; GIS and map reading and interpretation; principles of public relations and marketing.

Ability to operate a personal computer and Microsoft products.

Ability to make decisions that affect the community for many years to come; must act responsibly for the care, condition, and use of materials, equipment, money, etc; ability to effectively direct the activities of division heads and other staff.

Ability to communicate effectively with City administration, staff, and the public regarding City ordinances and procedures; must perform professional, detailed phone conversations with citizens and business owners; maintain contacts with other departments, furnishing and obtaining information; maintain frequent contacts with executives on matters requiring detailed explanations and instructions.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creatively design and implement various City policies and programs; provide creative solutions to complex development problems.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt
Location:	City Commerce
Group/BU:	General Pay Plan

EEO-4 Class:	Official/Adm
EEOP Class:	Official/Adm
Tech-Net Match:	350